

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INDUSTRIES SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which function as Industries Supervisors for the Department of Corrections. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located in the Department of Corrections, Division of Adult Institutions, that are responsible for the supervision of Industries Specialist positions in an industry program employing offenders, which is designed to provide work experience, job training, vocational skills, and/or good work habits for offenders, as well as to produce goods or services for use and/or sale. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

Industry programs include, but are not limited to:

- Sign recycling
- Computer recycling
- Computer remanufacturing
- Dairy products
- Guardrail repair
- Laundry
- Mattress/textile
- Metal stamping
- Fabrication metal, wood, and wood-laminated furniture
- Installation free standing and systems furniture
- Printing
- Signage
- Screen printing
- Trucking/distribution
- Upholstery
- Warehousing and storage
- Wheelchair recycling
- Wheelchair remanufacturing

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Corrections or positions which do not have responsibility for supervision of an industry program involving the training and direction of offenders in the production of goods or services for use and/or sale for a majority of the time.
3. Positions which are responsible for the management of multiple industry programs and supervision of Industries Supervisors and sales staff for a majority of the time and are more appropriately classified as Industries Superintendent.
4. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

INDUSTRIES SUPERVISOR

This is responsible work related to the management of an industry program and supervision of Industries Specialist positions which train and direct the work of offenders in an industry program. Positions perform the following activities: establish and ensure compliance with production schedules and/or delivery dates; expedite delivery and installation of products; monitor operating budget; maintain production facility and equipment; develop new techniques and designs for production; maintain liaison with the institution for security of the operation; order equipment and supplies including capital purchases; maintain inventory; prepare simplified and sealed bids; supervise civil service staff; direct the interviewing, selection, compensation, and evaluation of offender employees; manage industry training programs for permanent and offender employees including training in Materials Requirement Planning (MRP) computer system; develop and maintain industry records and reports; maintain industry operating standards of quality, quantity production, order, and cleanliness; and implement shop health and safety policies. Work is performed under general supervision.

Represented Position

Printing Company : Working under general supervision, this position is responsible for the management of the printing industry at Columbia Correctional Institution. Areas of responsibility include: pre-press, camera, press (letterpress, offset, and electronic), bindery, tabbing and shipping for products such as letterheads, envelopes, booklets, forms, newsletters, periodicals, hot glue books and quick copy. Responsibilities also include production of products and services and establishing pricing of jobs, supervision of Industries Specialists, training of inmates, and provision of assistance in establishing shop budget, purchasing, maintaining production, quality, quantity, inventory control and customer contacts.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

SPECIAL NOTE: Some positions may require the possession of a Commercial Driver's License (CDL).

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise an industry program for the Department of Corrections. This classification replaces the Industries Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. This classification was modified December 9, 2007 in Bulletin OSER-0174-MRS/SC to include new industry programs and responsibilities for Industries Supervisors.

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